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Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

31 MAR 2026

**DIVISION MEMORANDUM**

No. 251 s. 2026

**CONDUCT OF 1ST QUARTER PERFORMANCE MONITORING AND REVIEW FOR SDO PERSONNEL (January to March 2026)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Division Performance Management Team  
Section/Unit Heads  
All Others Concerned

1. In reference to Division Memorandum No. 971, s. 2025, titled "Office Performance Management Timeline for SY 2026-2027 for School-Based Personnel and CY 2026 of Schools Division Office (SDO-Based) Personnel" this Office reiterates the conduct of the 1<sup>st</sup> Quarter Performance Monitoring and Review for CY 2026.
2. All SDO personnel are hereby directed to prepare and submit their initial accomplishment reports to their respective Chief/Unit/Section Heads using the prescribed Validation Tool for review and assessment.
3. The Chief/Unit/Section Heads shall review personnel performance within their respective units/sections/divisions to identify performance gaps, bottlenecks and other implementation issues, and shall provide appropriate interventions such as coaching, mentoring, and technical assistance to concerned personnel.
4. The Chief/Unit/Section Heads shall then consolidate and submit the Progress Monitoring Report for the 1<sup>st</sup> quarter to the Top Management. This shall serve as a basis for further appropriate interventions and determining next steps for the concerned personnel.
5. All required reports shall be submitted on or before April 20, 2026, using the attached template indicate as Enclosure 1.
6. Immediate and wide dissemination of this memorandum is earnestly desired.

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
31 MAR 2026  
RELEASED  
BY:

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

SGOD/gpc/OPCR.IPCR



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Enclosure 1 to Division Memorandum No. \_\_\_\_\_, s. 2025

OFFICE/INDIVIDUAL PROGRESS MONITORING REPORT OF PERFORMANCE FOR  
1<sup>ST</sup> QUARTER CY 2026  
**SUMMARY OF ACCOMPLISHMENTS**

Calendar/School Year: \_\_\_\_\_  
Functional Division/School: \_\_\_\_\_

No.	Name of Personnel	Position	1st Quarter Accomplishment	Initial Rating	Remarks (Intervention Needed)
1					
2					
3					

Prepared by:

Reviewed and Certified Correct by:

\_\_\_\_\_  
Chief Education Supervisors/Unit/Section Head  
Date:

\_\_\_\_\_  
PMT Chairman  
Date:



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